

**BOARD OF FINANCE
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Wednesday, November 21, 2012 at 7:30 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present:	Jason Bowsza, Joseph Pellegrini, Danelle E. Godeck (arrived at 7:44 p.m.), Kathleen Pippin, and Jerilyn Corso
Members Absent:	None
Alternates Present:	Paulette Broder and Sharon Tripp
Alternate Absent:	None
Others:	Catherine Cabral, Richard Pippin, and Marie DeSousa
Press:	None

I. Call to Order

Chairman Jason Bowsza called the Regular Meeting to Order at 7:31 p.m., in the East Windsor Town Hall.

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance moves Agenda Items No. VI. Public Participation and No. VII. Communications to be discussed before II. Appointment of Alternates.

VI. Public Participation

Ms. Marie DeSousa of Rice Road addressed the Board. She thanked the Board for working as a team after the election and encouraged the Board to move move the Town forward as a united Board. She expressed that she feels comfortable leaving this Board knowing that all of the Board Members are united in one goal for the betterment of the Town. She thanked them all. She mentioned the Board of Education and making the right decision in difficult economic times especially given the current status of the State finances. She wished them all the very best and offered if the Board needs any help from her in the future; she is only a phone call away.

Chairman Bowsza thanked Ms. DeSousa for her many, many years of service to the Town and believes everyone is all better for it.

VII. Communications

Ms. Cathy Cabral commented that in each of the Board Members packets is information of how the Board Members will be able to their email. All correspondence for future meetings will be sent to this email address. One of the reasons why all correspondence is sent to the new email addresses is for FOI purposes. Due to the FOI rules, any town government emails are public and if those emails are received at a personal email, the personal email becomes public as well.

Chairman Jason Bowsza read from a letter dated November 16, 2012 from Ms. Marie DeSousa. The letter read as follows:

“Subject: Resignation

Please be advised that due to my recent appointment to the Housing Authority per State Statute I can no longer remain on the Board of Finance. Therefore, please except my resignation immediately. My decision to leave the Board of Finance has nothing to do with the Board but rather my desire to sit on the Housing Authority at Park Hill.

I leave conflicted for I strongly feel the current elected Board members regardless of party affiliation are here for all the right reasons. The collaboration and professional demeanor of all has made the end of my tenor a rewarding one. This Board has a common goal of fiscal responsibility. They understand the needs of East Windsor; therefore, I feel the future of East Windsor is in good hands. I strongly support the Democratic Alternate, Sharon Tripp, to be appointed to fill my vacancy.

The other appointments I currently have that I will no longer be able to fulfill are the Shared Services Committee and the Volunteer Incentive Committee.

I will be sworn in on Monday for the Housing Authority; therefore, I had to resign immediately.

I'll see everyone on Wednesday. Finally, public participation....

Respectfully Submitted”

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (3-1) (In favor – J. Pellegrini, J. Corso, J. Bowsza; Opposed – K. Pippin) that the Board of Finance accept the resignation of Board Member Marie DeSousa with regret and gratitude.

Chairman Bowsza indicated that the procedure to fill the alternate vacancy is the Board of Selectmen. He continued saying that the Board of Finance has a regular member democrat vacancy.

It was **MOVED** (Pippin) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance appoints Ms. Sharon Tripp as a Regular Member.

Chairman Bowsza indicated that the Board of Finance has nominated the alternate Ms. Sharon Tripp. She is to be sworn in by the Town Clerk by the next meeting and the Board of Selectmen will fill the alternate vacancy.

It was **MOVED** (Broder) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance adopts the Agenda as amended.

II. Appointment of Alternates

Chairman Jason Bowsza indicated that Ms. Danelle E. Godeck will be late and a motion would be in order appointing an alternate as a voting member until Ms. Godeck arrives.

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that Ms. Sharon Tripp be appointed as a voting member.

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that Ms. Paulette Broder be appointed as a voting member until Regular Member, Ms. Danelle E. Godeck arrives.

III. Added Agenda Items

It was **MOVED** (Broder) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance adopts the Agenda as amended.

IV. Approval of Minutes

Regular Meeting of October 17, 2012

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Selectmen approves the minutes of October 17, 2012 Regular Meeting, as presented.

IV. Public Participation

Agenda item was discussed previously in the meeting.

V. Communications

Agenda item was discussed previously in the meeting.

VI. Monthly Reports**a. Assessor's Report**

Ms. Cabral indicated that in the Board Member's packets is the Assessor's Report dated November 14, 2012. In that report, the Assessor discusses the Motor Vehicle Supplemental (Grand List of October 1, 2011) is to be bill January, 2013. The list was provided from our vendor (Quality Valuation Services) on October 17, 2012. The list has 2,284 accounts with 719 not valued. The Assessor's Office is in the process of pricing, add-ons and checks.

The Grand List of October 1, 2012, Personal Property is mentioned in her report. Due to the recent storms, Governor Malloy signed Executive Orders to extend the filing deadline to November 15, 2012. The office has also received a dozen requests for filing extensions to December 14, 2012. The review and processing has begun even though roughly 450 personal property accounts have not been filed. The office expects to receive regular motor vehicle information list by mid-December. Real Estate Revaluation of October 1, 2012 field reviews are continuing. Land values, both commercial and residential are just about set. Collecting and reviewing data relating to valuation of commercial properties in order to be satisfied with values of income-driven properties. The final reports as to tables and resulting values should be in the Assessor's Office in two weeks. Shortly thereafter informal hearings will begin.

b. Tax Collector's Report

Ms. Cabral gave a copy of the Tax Collector's reports to the Board Members for their review; the reports were entitled "Town of East Windsor Report of Tax Collector Monthly Collectible" and "Cumulative Report of Cash". Ms. Cabral indicated the Tax Collector has been doing a great job in collection of delinquent taxes which shows in the reports.

A brief discussion was held regarding the reports.

c. Treasurer's Report

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated November 15, 2012 for their review. Ms. Cabral indicated that as of October 31, 2012, the revenue received was \$1,810,394. Overall the revenues received for the month of September are at 49.94%. She indicated that the local revenue increased by \$33892 this month of

which \$16,133 is from the Town Clerk fees and \$12,583 is from Building Permit fees. The total general cash position as of October 31, 2012 is \$11,466,837. Webster General Fund cash as of October 31, 2012 is \$1,733,882. Tax Collections net of refunds for the month are \$309,887.

A brief discussion was held.

Ms. Danelle E. Godeck arrived at 7:44 p.m.

e. 2012-2013 Budget Added Appropriations/ Transfers

• No. 14 CNR

Ms. Cabral indicated only one transfer being requested which is in the amount of \$23,000 from Private Duty Funds to CNR-PD Cruisers. The funds are being requested to purchase vehicle equipment which is required. Ms. Cabral indicated the transfer was approved by the Police Commission and by the Board of Selectmen. There were questions regarding the Private Duty Fund and Ms. Cabral explained the Private Duty Fund in great detail. She gave to all Board Members copies of the minutes from the Police Commissions along with copies of the Town Ordinance relating to the Private Duty Fund for their review.

A brief discussion was held.

It was **MOVED** (Corso) and **SECONDED** (Tripp) and **PASSED** (4-1)(In favor – Ms. Godeck, Ms. Corso, Mr. Pellegrini, Ms. Tripp; Opposed – Ms. Pippin) that the Board of Finance approves the transfer of \$23,000.00 to CNR-PD Cruisers, Account No.: 1-08-55-1025-7-799-0470-0 from Private Duty Fund and refers the matter to a Town Meeting, if necessary.

VII. Matters referred from the Board of Selectmen

None.

VIII. Unfinished Business

a. EW Housing Authority Payment

Ms. Cabral indicated the Housing Authority has not yet sent the remaining balance of the PILOT payment. Ms. Marie DeSousa, newly appointed member of the Housing Authority, gave the Board of Finance an update. She indicated a meeting was supposed to take place, but there was a problem with the notice so a legal meeting could not take place. Ms. DeSousa did speak to the Director inquiring where the payment to the Town was and it was explained to her that the payment is due in one lump sum and not two payments. The Director was

under the impression that the payment could be made in two installments. Ms. DeSousa indicated the installments were only agreed to for that one year and the contract calls for one payment to the Town. Ms. Cabral remarked that most towns collect one payment.

b. Credit Card Policy

Ms. Cabral gave to all the Board Members a copy of documents entitled “Town of East Windsor Credit Card Policy and Procedure, November 21, 2012” and “Town of East Windsor Credit Card Use Policy, November 21, 2012” for the Board Members review. She indicated the Town Attorney has reviewed both documents.

It as **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance approves the Town of East Windsor Credit Card Policy and Procedure dated November 21, 2012 and the Town of East Windsor Credit Card Use Policy dated November 21, 2012 as presented.

c. Annual town Report for FY 2011-2012 Update

Mr. Bowsza indicated most of the Town Departments have submitted their reports. However, there are a few departments that have not submitted their reports to date. Mr. Bowsza mentioned those departments and suggested that those departments need to be reminded that it is imperative those reports are submitted as soon as possible. Ms. Cabral commented that her report is not complete as of yet due to the fact she is awaiting information from the audit and financials. Once she has acquired same, she will forward her report onto Mr. Bowsza.

Mr. Bowsza indicated he or Mr. Pellegrini will be sending a few reports to each of the Board Members so they can be reviewed before going to print. Once those reports have been reviewed, they should be emailed back to either Mr. Bowsza or Mr. Pellegrini so they can be given to the printer within a weeks time.

IX. New Business

None.

X. Invoice Authorization

An invoice from the auditors, Grant Thornton dated October 25, 2012 was given to Mr. Bowsza for signature. He asked if there were any objections, none were made. Mr. Bowsza signed the invoice.

XI. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance adjourns the November 21, 2012 Regular Meeting at 8:08 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary